

EMERGENCY JUSTIFICATION
(TO BE ATTACHED TO REQUISITION)

ROUTING
Dept. Head
Division Director
Adm. of Purchasing

TO: ADMINISTRATOR OF PURCHASING

We request that the attached requisition be classified as an emergency purchase.

Reason:

HRSA recently approved the carryover request for funding to develop and operate an HIV hotline. The Suicide and Crisis Intervention Service, dba The Crisis Center, has the experience and expertise to provide this service, and has the ability to begin operating the hotline immediately upon execution of the contract. All funds must be spent by July 31, 2010. Due to the urgency of the requirement, time does not permit this procurement action to go through the normal purchasing process.

What is your estimate of cost? \$ 430,000.00

Are there funds available for this emergency? Yes

If materials/items are needed, why did we run out?

Department Head



Division Director

Administrator of Purchasing

Elected Official